



Tips for Completing a Ten-Year Cost Analysis - Tax or Fee Bill Identification

OFM reads every bill introduced and every version of a bill passed out of committee or on the floor to identify those that contain a new or increased tax or fee.

If you think we have categorized a bill incorrectly regarding whether it contains a tax or fee, please check with us before submitting the FN and or Ten-Year Analysis.

- 1. If the bill has a tax or fee and you've been asked to prepare a fiscal note but not a ten-year analysis, notify OFM. We will re-check the bill and, if appropriate, flag it as I-960 before you send in the fiscal note. If you submit the fiscal note alone, you'll have to resubmit it with the ten-year analysis.**
- 2. If the bill is flagged as containing a tax or fee and you don't think it does, notify OFM before sending in the fiscal note. It's extra work for you and for us if you send it in with a ten-year analysis when one isn't required by law. We need to de-flag these and cancel our request, if in fact we have mis-flagged it.**
- 3. If you're not sure, ask us for clarification before sending something in. You can also improve your understanding by checking the [OFM Implementation Criteria for Initiative 960](#).**

Remember that the law is not always intuitive regarding what constitutes a tax or fee for this purpose. Also, the definition for increasing a tax is different than that for increasing a fee.

Contact your OFM analyst or a member of the I-960 Team to ask us to recheck a bill.

Other Resources:

- [OFM Implementation Criteria for I-960](#)
- [Ten-Year Cost Analysis \(I-960\) Instructions for Agencies](#)
- For questions about how to complete a Ten-Year analysis, contact your [OFM Budget Analyst](#).
- For system and technical questions, contact the OFM Helpdesk at (360) 407-9100 or email HereToHelp@ofm.wa.gov.